



# New Hampshire Housing and Conservation Planning Program

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**ADVISORY BOARD MEETING**  
**Thursday, January 3, 2008**  
**Office of Energy and Planning**  
**57 Regional Drive, Concord, NH**

## **FINAL MINUTES**

### **MEMBERS PRESENT**

Representative Andy Peterson, appointed by the New Hampshire House of Representatives  
Richard Ball, Cirtronics Corporation, appointed by Business and Industry Association of NH  
Dean Christon, NH Housing Finance Authority, appointed by NH Housing Finance Authority  
Christopher Closs, C.W. Closs & Co., appointed by NH Main Street Program  
Jeffrey D. Gilbert, W.J.P. Development, LLC, appointed by NH Preservation Alliance  
Kenneth Ortmann, Rochester Dept. of Planning and Development, appointed by NH Municipal Association  
William Norton, Norton Asset Management, appointed by Land and Community Heritage Commission  
Maura Adams, The Jordan Institute, appointed by The Jordan Institute  
Richard Minard, NH Audubon, appointed by the Audubon Society of New Hampshire  
Chris Wells, Society for the Protection of New Hampshire Forests, appointed by the Society for the Protection of New Hampshire Forests  
David Preece, Southern New Hampshire Planning Commission, appointed by the NH Regional Planning Commission Executive Directors

### **OTHERS PRESENT**

Jennifer Czysz, NH Office of Energy and Planning, appointed as program administrator  
Dari Sassan, NH Office of Energy and Planning

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## **I. ROLL CALL AND INTRODUCTIONS**

Mr. Christon called the meeting to order at 1:05 PM on January 3, 2008 at the NH Office of Energy and Planning, 57 Regional Drive, Concord, NH.

## **II. MINUTES**

**ACTION:** MOVED by Mr. Ortmann, seconded by Mr. Closs, THAT the minutes of the Advisory Board meeting held on November 26, 2007 be approved. The motion passed unanimously by a vote of 11-0.

### III. ADMINISTRATIVE RULES UPDATE

Ms. Czysz stated that OEP had compiled and processed comments from:

- December 12, 2007 public hearing for comment on the administrative rules;
- Department of Administrative Rules (DAR), and
- Other comments filed by interested individuals.

A draft final proposal of the rules dated 12/27/07 was circulated on January 1, 2008. Advisory Board members present concurred with all edits to the draft. Ms. Czysz was asked to describe other more substantive comments from DAR not addressed in the edits. In response she highlighted the following (meeting discussion in italics):

- DAR contested the method proposed in the rules for evaluating applications, stating that the OEP director alone may review applications. *Advisory board members felt that this limitation overlooks the need for agency staff to administer programs and that it is unrealistic to place such a restriction on an agency director's ability to delegate application review.*
- The scoring method was considered imperfect in that criteria are not clearly delineated leaving room for subjectivity in assigning points. *Ms. Czysz explained that the nature of the principles and the statutory requirement that the scoring be based upon the principles forces a certain level of subjectivity. DAR concurred but warned of the potential for JLCAR to take issue with the criteria.*
- The DAR found the fiscal impact statement to be inadequate owing to a lack of consideration of the benefits created by the program. The Legislative Budget Assistant stated that the financial impact statement is not in error because the actual benefit was created by the HCPP statute and appropriation, not by the rule.

Ms. Czysz also outlined the following edits proposed by legislative legal staff through correspondence occurring after January 1<sup>st</sup>:

- Pln 1005.04 (c) (2), ("Determine which one of the municipalities shall accept complete financial and administrative responsibility.") has been stricken.
- Pln 1007.02 (k) will be changed to read, "Additional points shall be allocated for the applicant's previous participation in the HCPP program and completion of a prior HCPP stage. The points are available to applicants, now applying for a successive grant, who have met the minimum requirements of Pln 1005.03, and demonstrated consistency with the HCPP principles during the prior stage as follows:"
- Pln 1007.02 (l) will be changed to read, "Additional points shall be allocated for the applicant's lack of access to a professional planning staff, excluding secretarial or administrative staff as follows:"

**ACTION:** MOVED by Mr. Ball, seconded by Mr. Preece, THAT the 12/27/07 draft of the HCPP administrative rules be approved. The motion passed unanimously by a vote of 11-0.

### IV. PROGRAM APPLICATION AND GUIDANCE MATERIALS

As a result of changes to the administrative rules, OEP staff would have to make corresponding changes to the application, guidebook and self-assessment checklist. For this reason, Mr. Christon suggested forgoing review and comment of the documents at this meeting and instead proposed distributing the edited documents to the Advisory Board for review outside of session. Advisory Board members agreed to this proposal. OEP will electronically distribute the documents to the Advisory Board within one week.

**V. MEETING SCHEDULE**

The board members decided upon the following meeting schedule:

January 18, 2008: TBD –tentative JLCAR meeting—not an advisory board meeting  
February 4, 2008: 9:30AM to 11:30 AM –review application materials and program indicators

*All meetings will be held at the Office of Energy and Planning, 57 Regional Drive, Concord, NH, unless otherwise noticed.*

**VI. ADJOURNMENT**

The meeting adjourned at 2:33 PM.

Respectfully Submitted,

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Jennifer Czysz, Senior Planner  
Office of Energy and Planning

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